

# WASHINGTON STATE PUBLIC DISCLOSURE COMMISSION

## **Complaints Relating to An Elected Official or Candidate for Public Office Must be in Writing and Signed by the Complainant Under Oath**

Revised Code of Washington 42.17.310 and Washington Administrative Code 390-37-040 require that a complaint filed with the Public Disclosure Commission, relating to an elected official or candidate for public office, be in writing and signed by the complainant under oath.

RCW 9A.72.085 states that when, under a law or rule of the State of Washington, a statement is required to be supported by an oath, the statement may be supported by an unsworn written statement, declaration, verification, or certificate which:

1. Recites that it is certified or declared by the person to be true under penalty of perjury;
2. Is subscribed by the person;
3. States the date and place of its execution; and
4. States that it is so certified or declared under the laws of the State of Washington.

Complaints relating to an elected official or candidate for public office will not be processed without a properly executed oath (or affirmation) or an acceptable unsworn written statement, declaration, verification, or certificate.

Following is an acceptable format for a certification in support of a written complaint relating to an elected official or candidate for public office. If the certification is used, it must be attached to your complaint and does not require the services of a notary public.

**Certification for a  
Complaint to the Washington State Public Disclosure Commission Relating to an  
Elected Official or Candidate for Public Office  
(Notary Not Required)**

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the facts set forth in this attached complaint are true and correct.

Your signature: \_\_\_\_\_

Your printed name: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state and zip code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-Mail Address: (Optional) \_\_\_\_\_

Date Signed: \_\_\_\_\_

Place Signed (City and County): \_\_\_\_\_  
City County

\*RCW 9A.72.040 provides that: "(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a misdemeanor."

**COMPLAINT ATTACHED**

## **Sample Format For Formal Complaint Relating to an Elected Official or Candidate for Public Office**

Name the elected official or candidate for public office alleged to have violated one or more provisions of the Public Disclosure Law (chapter 42.17 RCW). Provide the information listed in the sample format, if known.

Explain why you believe that the individual named in your complaint may have violated the Public Disclosure Law. Be as specific as possible as to dates, times, places, and acts. Include or make reference to any documents or other evidence that supports your allegations. Also list the names and addresses of any witnesses or persons having knowledge of facts that support your allegations.

Following is a sample format for a [formal complaint](#) relating to an elected official or candidate for public office.

**Formal Complaint to the Washington State Public Disclosure Commission  
Relating to an Elected Official or Candidate for Public Office**

Name of Official or Candidate: \_\_\_\_\_

Address of Official or Candidate: \_\_\_\_\_

Official's or Candidate's \_\_\_\_\_  
City State Zip Code

Official's or Candidate's Telephone: \_\_\_\_\_  
(Include Area Code)

Official's or Candidate's E-Mail Address: \_\_\_\_\_  
(If known)

Your signature: \_\_\_\_\_

Your printed name: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state and zip code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-Mail Address: (Optional) \_\_\_\_\_

Date Signed: \_\_\_\_\_

Place Signed (City and County): \_\_\_\_\_  
City County

**Complaint: (Attach Complaint and Certification)**